



**GREEN TREE CLUBHOUSE LIBRARY RELOCATION CONSULTANT SERVICES  
PROJECT CC22-037**

**October 20, 2021**

**ADDENDUM #3**

The attached constitutes additional information and serves to clarify questions that arose at the job walk. This will be considered to be part of the City of Victorville “Green Tree Clubhouse Library Relocation Consultant Services Project, Project CC22-037”.

1. **QUESTION:** For the Cost to Complete Phase B, does the City have a preference that our fee be based on any of the above methods, a, b, or c?
  - a) Lump sum fee?
  - b) Cost per square foot?
  - c) Percentage of construction cost?

**ANSWER:** The City would prefer that bids be submitted on a “per square foot” or lump sum basis and should not be tied to construction cost.

2. **QUESTION:** How big is the existing VV library?

**ANSWER:** 8229 SQ. FT.

3. **QUESTION:** For the passport office, how big of an office is the City anticipating and does this need to be secured?

**ANSWER:** The current footprint in use for the passport office at Circle Drive is 118 Square feet. It would need to at least retain the current footprint; additional space is preferred. A range of 150-200 square feet would be the preferred minimum range. The passport room does need to be secured.

4. **QUESTION:** At the site we discussed key card control, are there any areas that require key card access / control?

**ANSWER:** All building access points should be secured either via key card or lock and key. Areas currently restricted at Circle Drive include, the computer lab, the passport office, the employee area, the storage area, the supply, and water heater closets. If using key cards, doors needs to be able to be kept unlocked. For example, the computer lab at Circle Drive is currently closed and secured to prevent access. When open the lab needs to have unrestricted access for the public, e.g. the doors can be left open or unlocked continuously throughout the day.

5. **QUESTION:** How big does the City anticipate for the computer lab?

**ANSWER:** The current footprint of the lab at Circle Drive is approximately 600 square feet. The lab should at least maintain that footprint. Preferred range would be between 600-1000 square feet.

6. **QUESTION:** Will the City host any community meetings in the building or accommodate a meeting space?

**ANSWER:** If there is space to host community meetings, we will hold community meetings. This has been a request of the public and an item identified in the Library's Master Plan to provide meeting space for the public.

**BIDDER ACKNOWLEDGEMENT**

Please confirm receipt of this Addendum #3, CC22-037 by attaching the signed acknowledgment to your bid proposal. ***Failure to acknowledge receipt of this addendum may result in the proposal being rejected as non-responsive.*** The undersigned acknowledges receipt of ADDENDUM #3

Should you have any questions, please feel free to contact Celeste Calderon, at (760) 955-5082, Fax (760) 269-0045, or email: [cmcalderon@victorvilleca.gov](mailto:cmcalderon@victorvilleca.gov)

Receipt acknowledged and conditions agreed to this \_\_\_\_\_ day of \_\_\_\_\_ 2021

Bidder: \_\_\_\_\_

By: \_\_\_\_\_

**CITY APPROVALS:**

  
\_\_\_\_\_  
Kevin Collins, Building and Fire Official

**ADDENDUM#3  
CITY OF VICTORVILLE  
RFP# CC22-037  
GREEN TREE CLUBHOUSE LIBRARY RELOCATION**

**REVISED COST PROPOSAL FORM**

The undersigned declares he/she has carefully examined the locations of the proposed work, the Scope of Services, and Contract Documents; and being familiar with all the conditions surrounding the work. All of the aforementioned shall be done in accordance with said Scope of Services and all applicable addenda.

**DESIGN PLANS**

Price per square foot for Tenant Improvements within the boundaries of the existing building footprint	\$
Price per square foot for New Construction for proposed design in addition to the existing building footprint	\$

OR

Phase A Lump Sum	\$
Phase B Lump Sum	\$

All rates submitted must be all-inclusive and final. The City will not pay any separate costs for travel, lodging, per diem, printing, shipping, etc. Provide breakdown on a separate sheet.

Consultant's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Signature	Title	Date

**NOTE: REVISED COST PROPOSAL SHEETS NEEDS TO BE SUBMITTED SEPARATELY IN A SEALED ENVELOPE CLEARLY IDENTIFIED AS "SEALED DOLLAR COST FOR CC22-037 GREEN TREE LIBRARY RELOCATION"**